

Lakewood Elementary

Science Magnet

2014 - 2015

Parent - Student Handbook
Student Code of Conduct



“Explorers lead the way!”

24 Explorer Drive, Phenix City, AL 36867
(334) 732-1173 (334) 732-0866 fax

Phenix City Public Schools

“Pursuing excellence on behalf of every student in every school.”

Lakewood Elementary Science Magnet

Vision

Pursuing excellence on behalf of every student in every classroom.

Mission

Lakewood Elementary School, in partnership with family and community, will develop responsible and productive students who are prepared for the challenges of the future.

Beliefs

- Excellence is obtainable for students and staff
- Students have unlimited learning potential
- All students can achieve academic success
- Student success is fostered through family engagement
- Students and staff have the right to be in a safe and clean learning environment
- Nurturing, inviting, and stimulating environments are conditions where students thrive emotionally, socially, and academically
- Students have the right to a competent, dedicated, and highly motivated certificated staff
- All students, staff, and parents have the right to be respected at all times
- Character, integrity, and service to others contribute to civic health
- Student and staff diversity is to be valued, respected, and embraced



Goals

- All of our students will meet or exceed their grade level standards in all academic areas
- All of our students will be competent and responsible in their use of technology in a changing digital society
- All of our students will be prepared to meet the global challenges of the future
- All of our students will contribute to civic health: character, integrity, and service to others

Lakewood Elementary School

2014-2015 Faculty and Staff

(as of July, 2014)

Dr. Sharon Elder, *Principal*
Grace Jernigan, *Asst. Principal*

Julie Dunbar, *Secretary*
Kathy Buckley, *Bookkeeper*

Third Grade Teachers

Courtney Anthony
Farrah Baker
Marla Clark
Taylor Gates
Misty Grimes
Chaquita James
Brandy Laney
Evan Manderson
Isalyn Sumbry
Lynne Terry
Sandy Watson



Instructional Coach

Kristi Miller

Custodians

Russell Norden
Nicole Thomas
Dave Wroblewski

Fourth Grade Teachers

Karen Bice
Michelle Bush
Amy Griggs
Cindy Irvin
Vernice McSwain
Dan Phillips
Larson Tysen
Lisa Wilson

Guidance Counselor

Jennifer Walker

Media Specialist

Tabatha Booth

Collaborative Teacher

Vickie Griggs

Speech Therapist

Kari Cook

Cafeteria

Brenda Seldon, Mgr.
Tonya Haywood
Teddy Huff
Judith Lloyd
Casey Melton
Keely Morrow
Diane Stokes

Paraprofessional

Cindy Roberts, Collab.

Fifth Grade Teachers

JoeAnne Evans
Kenneth Heald
Tomiko Krueger
Laura Cameron Murphy
Melanie Nolen
Tanja Smith
Davis Ann Speigner
Cheryl Tally

Technology Specialist

Sheree Wilson

Physical Education

Courtney Cooper
Greg Ojendyk
Hollie Roberts

GENERAL INFORMATION ITEMS



1 . School hours are 8:00 a.m.-3:00 p.m. Students must be in their rooms by 8:00 a.m. or will be counted as tardy.

2. The Child Nutrition Program will begin the first day of school. Breakfast is free for every Lakewood student. Lunch is \$2.50 for students, \$3.50 for employees, and \$4.00 for adult visitors; these may be paid by the day or in advance. Please make **checks payable to Lakewood Lunchroom. Federal regulations prohibit lunch charges**, but Phenix City Board Policy Section DIB (included in your registration packet) addresses procedures for charges in emergency situations.

Parents are encouraged to use MealPay Plus to monitor cafeteria accounts. Payments may be made through www.mealpayplus.com or through the Lakewood cafeteria.

3. The Phenix City Board of Education (PCBOE) has entered into an agreement with Envision Payment Solutions for the collection of returned checks issued to PCBOE locations. The Board requires that you make sure the following information is on all checks written: Full name, street address, and phone number. If your check is returned by your bank, it may be re-presented electronically. In paying by check, you authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically at the option of Envision.

4. **Report Cards** will be issued quarterly as follows

1st Quarter - will be issued to parents at conferences **October 16th - 23rd**.

2nd Quarter - will be issued to students on **January 12th**.

3rd Quarter - will be issued to parents at conferences **March 18th - 25th**.

4th Quarter - will be issued to students **May 21st**.



5. **Progress Reports** will be issued to each student to take home approximately four weeks after the start of each quarter on the following dates:

1st Quarter – September 5th

2nd Quarter – November 13th

3rd Quarter – February 5th

4th Quarter – April 20th

6. Transportation information and free lunch forms were issued at registration. Additional forms are available at the Auxiliary Services Center at 1210 9th Avenue.

7. **LEAP – Lakewood Elementary After-school Program** will be held every day school is in regular session except for the last day, May 21st, for all 3rd through 5th Grade students from 3:00 – 6:00 P.M.. The cost is **\$8.00** per day. Students in arrears more than two weeks will be dismissed from the program until the account is current.

8. **Security Cameras** – To help insure safety and security throughout the school day, surveillance cameras are in place at Lakewood Elementary. Students and visitors are monitored daily both inside and outside the school building.

STUDENT AND SCHOOL POLICIES



Attendance

1. Every student is required to be present each day unless hindered by personal illness, death in the family, or excused through the office. **For an absence to be excused, state law requires that a written excuse be submitted by the parents within three days.**

The **Early Warning Truancy Program** is implemented by the Phenix City School System, in cooperation with the Russell County District Attorney's Office and the Russell County Juvenile Court. **NOTE: a detailed explanation will be given in the registration packet with the Student Code of Conduct.**

Circumstances causing a referral to Early Warning are:

1. Ten (10) absences, whether excused or not.
2. Excessive tardies or check-outs
2. The school day for children is 8:00 A.M. - 3:00 P.M. If a student is required to stay after school, parents shall be notified at least a day in advance. This notification is not to obtain permission, but to allow time for parents to make arrangements for getting the child home at the later time.
3. Three consecutive days of absence or excessive absences or tardies will necessitate an inquiry to the parents from the office or the system attendance officer.

4. Once at school the student is expected to remain the entire day except in extreme emergencies. Medical appointments should be scheduled after school hours and on Saturdays when possible.
5. Students must be in attendance for a majority of the school day to be counted present. **Students checked in after 11:30 a.m. or checked out before 11:30 p.m. will be counted absent.**
6. After an absence, a pupil must present to the homeroom teacher a written statement signed by the parent or guardian giving the reason for the absence in order for the absence to be excused. In compliance with local and state Board policy, all absences are unexcused or illegal except:
 - a. personal illness
 - b. inclement weather dangerous to life or health of the student
 - c. death in the immediate family
 - d. legal quarantine
 - e. special permission granted by the principal

NOTE: Vacations and out-of-town trips are unexcused absences unless specifically approved in advance by the principal.



Tardy Procedures

All children are expected to be on time for school every day. Occasionally, circumstances may occur which cause tardiness (oversleeping, car trouble, etc.). These circumstances, however, are unexcused and should be the exception, not the rule.

All tardies are considered unexcused with the exception of student appointments with doctors and legal agencies. **In these cases, a statement from the doctor or legal agency must be secured to excuse the tardiness.** Excessive tardiness will be managed appropriately and as determined by the principal and the school system Attendance Officer as described above.

Please note that perfect attendance awards will only be given to students who have perfect attendance—no absences and no unexcused tardies. Remember, tardiness is only excused when the school is presented a statement from the doctor or legal agency showing the appointment date and time.

Check-out Procedures

All children are expected to be at school every day and remain in school all day. Occasionally, circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule.

As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless check-outs become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence.

Children may not be checked out after 2:15 P.M.

Your child will be released only to the names that were listed on the registration form.

Student Behavior and Discipline

While at Lakewood Elementary school and being transported by bus, students are expected to behave in an appropriate manner and to exercise self-control. Please refer to the Phenix City Public Schools' Code of Conduct in the registration packet concerning student behavior and discipline.

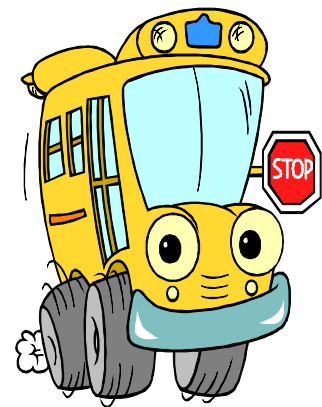
Bus Policies

Students who misbehave while riding the bus will be issued a Bus Conduct Report by the driver. Repeated misconduct will result in temporary suspension from riding the bus, while serious incidents could result in immediate bus suspension. Excessive referrals will result in permanent suspension from riding the bus.

Students who vandalize or damage buses will be charged for repairs. Student will not be permitted to ride the bus until all damages are paid in full.

The Alabama State Legislature recently passed the Charles "Chick" Poland, Jr. Act. Under this law, person will be prosecuted for first degree criminal trespassing for any of the following actions:

- Unlawfully entering a public school bus
- Refusing to depart the school bus after the bus driver or other school official directs occupant to do so
- Intentionally stopping, impeding, delaying, or detaining any school bus



- Intentionally destroying, defacing, burning or damaging any public school bus

Morning Procedures

School Hours are 8:00 A.M. until 3:00 P.M. **For safety reasons, students should not arrive at school before 7:30 A.M.; no staff members are available for supervision and the building will not be open.**

Car riders may be dropped off at either the office portico or the library portico. Students arriving prior to 7:45 or any students eating breakfast will go to the cafeteria. Students who arrive at or after 7:45 will go directly to their classrooms. Students arriving after 8:00 must go by the office for a tardy pass.

All kindergarten, 1st grade, and 2nd grade car riders should be dropped off at Lakewood Primary.

Buses and vans will unload at the breezeway at the rear of the school.

Afternoon Procedures

Note: Adjustments to procedures may be necessary once school begins, but parents will be notified of any changes.

Students will be dismissed at 3:00. Parents picking up their children must remain in their cars in line; because of safety concerns, no one will be allowed to park and walk across to pick up their children.

Bus and van riders will be called to the rear breezeway to board the bus or van.

After the buses are loaded, students will be dismissed to car rider pick up zones for loading.

Kindergarten, 1st grade, and 2nd grade car riders with siblings at Lakewood Elementary will be brought by bus from Lakewood Primary to be picked up here.

These kindergarten, 1st grade, and 2nd grade students, and any siblings or car-poolers of these students will be picked up at the **library portico**. 5th grade student car riders will also be picked up at the library portico.

3rd and 4th grade students will be picked up at the office portico. Please be aware of where your children will be, and be sure that you are in the correct traffic line.

Students who are not picked up by 3:40 will be placed in the after-school program and will incur an \$8.00 daily charge.

Transportation Changes

SEND A NOTE if your child's transportation changes. Calling at the last minute often creates hardships. **No changes can be allowed without notification from the parent.**

Suspension Policy

When a student misses school due to suspension from school, all missed school work may be made up by the student and will be offered by the teacher. The time allowed to return work is decided by the teacher. All work returned will be graded in a manner consistent with the same work given to all other students in the class. A zero is given for work not completed within the time allowed.

Dress

A student's school clothes will consist of clothing that is neat, clean and appropriate for school. (Appropriate refers to clothing that covers the body sufficiently enough not to cause undue attention of school officials and/or other students). Clothing must not be exaggerated to the point that it distracts from the educational endeavors of the school. In general, students are expected to abide by the following guidelines:

- * Clothing shall be appropriate and decent.
- * Clothing will be worn as it was intended.
- * Clothing deemed mutilated or vulgar in style or design is prohibited.
- * Many clothing articles (short shorts, halters, midriffs, see-through tops, shoes with cleats or other sportswear) considered appropriate at home or on sports outings are not appropriate for school wear.
- * Caps, hats, sunglasses shall not be worn inside the building.

The principal will make the final judgment about the appropriateness of student clothing. In cases where students wear inappropriate clothing to school, the principal has the authority and responsibility to withhold the student from class until acceptable clothing standards are met.



Digital Devices

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Administering Medicine to Students

The Board of Education recommends that medication shall be administered by the parent or guardian at home. However, if under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, board policy requires that only the school nurse or a trained designee shall administer the medication, **including non-prescription over-the-counter medicines, in compliance with the following procedures:**

1. Written instructions **signed by the parent or guardian and physician** shall be required and shall include:



- Name of student
- Name of medication, including prescription number
- Purpose of medication
- Time to be administered
- Dosage
- Possible side effects
- Termination date for administering the medication

2. The school nurse or trained designee shall:

- Inform appropriate school personnel of the medication

- Keep a record of the administration of the medication
- Keep medication in a locked cabinet
- Return unused medication to parents/guardians only

Physical Education

Physical Education is part of the school curriculum. All children are required by state board policy to participate unless some physical disability prohibits it. If there are reasons a child cannot participate, the school should be notified in writing, stating the nature of the disability and the number of days to be in effect. **If a child cannot participate two or more consecutive days, a doctor's excuse must be sent.** Appropriate shoes and clothes should be worn to school for proper participation in P.E.



Responsibility for Personal and School Property

1. Students and parents will be held responsible for property willfully damaged or destroyed.
2. In an effort to keep the school facilities clean and operable, a student may be assigned cleaning tasks such as scraping chewing gum from floor, desks, or tables and picking up litter when school officials have determined the student has abused school property.
3. The school cannot be responsible for a student's personal or issued property that might be lost or taken on the school campus. A student's personal possessions should be labeled very plainly with name and/or other identification.
This is especially important for items of clothing.

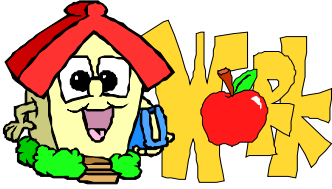
Telephone

No students will be called to the office to receive telephone calls. In the event of an emergency, office personnel will make necessary calls. **Plans for after school need to be made prior to leaving home each morning.**

Flowers, Balloons and Gifts

In order to maintain the integrity of the school instructional program, the delivery of flowers, gifts, balloons, etc. to students at school is prohibited by the Phenix City Board Policy.

Visitors to school



Anyone not employed by the Phenix City Board of Education is considered a visitor. Parents and other school patrons are welcome to visit the school at appropriate times. **All visitors are required to report first to the office and obtain a visitor's pass.** The principal is responsible for protecting instructional time and the welfare of the students. Office personnel should be aware of the purpose of any visit.

Parent conferences

It if is necessary to confer with your child's teacher, a conference should be scheduled. All visitors are expected to leave the building by 2:15 P.M. to ensure a safe and orderly dismissal of students from school .



Information through Email

Parents are asked to provide teachers and the principal with email addresses. Hard copies of information from the teachers or the administration are sent home, but they may also be emailed to all parents who request email information. Weekly general information letters will also be emailed to parents.

Information on Demand

Attendance, grades, and discipline entries may be accessed for every child at Lakewood. Parents will need the child's social security number and the child's Personal Identification Number (PIN). To retrieve information, log on to www.pcboe.net and navigate through the Information on Demand (IOD) directions. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interest.

Homework

Homework is assigned by the teachers as a means of reinforcement for the student. Every student is responsible for assignments and is expected to do them as directed. Assignments turned in late without teacher approval will receive a lower grade.



Textbooks

State textbooks may be issued to students during the school year. The student is directly responsible for the books issued. A portion of the Alabama Textbook Law reads - "the parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbook. If such parents or guardian or person having custody of such child to whom the textbook was issued fails to pay such assessed damages within 30 days after notification, such student shall not be entitled to further use of such textbooks until remittance of the amount of loss or damage shall be made."

Field Trips

Field trips that are educationally sound may be scheduled for certain students during the year. In such an event, children will normally have to pay for transportation and must have written permission from a parent before taking part in such a trip. All permission forms are due to the school office the day before the scheduled field trip. **Any student with excessive and/or serious disciplinary infractions or with excessive absences or tardies may be denied the privilege of participating in field trips, or may participate only if accompanied by a parent/guardian at the discretion of the teacher.**

Grading Scale

A --- 90 - 100
B --- 80 - 89
C --- 70 - 79
D --- 60 - 69
F --- 59 and below

Awards

1. **All A Honor Roll** - Students making all A's will be on the **All A Honor Roll** each 9 weeks. These students will receive recognition. At the end of the school year, students making this list all 4 quarters will be recognized.

2. ***A-B Honor Roll*** - Students making all A's and B's will be on the ***A-B Honor Roll***. These students will receive recognition. At the end of the school year, students making this list all 4 quarters and not falling below these standards will also be recognized.
3. ***Perfect Attendance*** - A recognition pin will be presented at the end of the year to students who have not been absent or tardy during the entire year.
4. **Karen Garner Sportsmanship Award**
5. **Nicey Eller Leadership Award**
6. Other awards and recognitions, such as Accelerated Reader or citizenship, as decided by classroom teachers, club sponsors, etc.



Media Center

1. Students are expected to return books by the date due. No fines are charged at Lakewood. Students are personally contacted about overdue books. If this procedure fails to get the book returned, the child's parents are notified by letter and asked either to return the book or pay for it.
2. Damaged books will be paid for according to the extent of the damage.
3. Lost books must be reported to the librarian at once. All lost books must be paid for if not found and returned. If a book is found with a school year after being paid for, the student will be refunded the amount paid.

Counseling Services

A full time Guidance Counselor delivers services to large groups once per week, per class. Counseling services are also available for small groups, individuals, and parents.

Special Services

For more information about any of the following special services call the Phenix City Board of Education Special Education Department at (334) 298-0534.

No Child Left Behind

In accordance with Phenix City Board of Education policy, this school will provide a free and appropriate public education to the following groups: homeless, migratory, neglected and delinquent students. This policy dictates that enrollment will be

provided pending removal of any and all barriers to the same free and appropriate public education.

Child Find

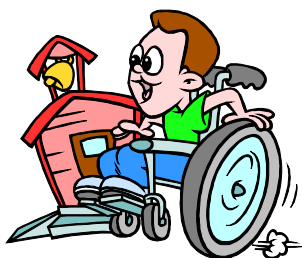
Child Find is a component of Individuals with Disabilities Education Act that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

Problem Solving Team (PST)

This team is a designated school-based committee designed to meet the needs of general education at-risk students that is composed of regular education teachers, administrators, counselors, and others as needed. This committee addresses discipline, drop out, academic and behavioral student challenges. It also provides immediate support and progress monitoring when addressing classroom concerns.

Special Education - Individuals with Disabilities Education Act (IDEA)

Students identified by school system personnel as qualifying for special education services receive those services in the least restrictive environment for the individual student. Services are primarily delivered through inclusion in the regular education classroom and/or the resource room as outlined in the students Individual Education Plan (IEP). A certified and highly qualified faculty member works closely with the student to deliver instruction. The special education teacher oversees the implementation of the IEP for students identified as being in need of special education services and is the primary contact for issues related to the student's IEP.



Gifted Education

The Phenix City Board of Education recognizes that all students identified as gifted in our system have the right to an appropriate education that provides educational interventions, which sustain, challenge, and ensure continued growth. The Phenix City Gifted Education Program is designed to identify students who demonstrate high intellectual capacity, high academic proficiency, and/or exceptional talent in expression or leadership. This program includes specific measures designed to identify culturally diverse gifted students and ensures that no student will be excluded from either referral or participation in the gifted program because of behavior.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a national law that protects qualified individuals from discrimination based on their disability. The Phenix City Board of Education employs formalized procedures and guidelines to insure that our school district is in compliance. Section 504 protects persons with a physical or mental impairment which substantially limits one or more major life activity, including but not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, performing manual tasks, learning,

communicating, concentrating and reading. Additional information, eligibility requirements, and a copy of the Section 504 guidelines may be obtained from the Phenix City Public Schools Special Education Department.

English Learner Program (EL)

The English Learner (EL) program emphasizes mastery of English language skills and content area concepts for students who do not speak English as their primary language and may have limited English proficiency (LEP). This program enables the student to participate effectively in the regular academic program.

Title IX (Equal Opportunity)

The Phenix City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Joe Blevins, Director of Operations
1212 Ninth Avenue, Phenix City, AL 36867
(334) 298-0534

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Parents are guaranteed the right to inspect and review the educational records of their children. Personally identifiable records can be released either with prior parental consent or to an official with legitimate educational interest.

Notification Regarding Asbestos-Containing Material (Public Law 99-519)

The United States Environmental Agency has established regulations regarding asbestos-containing materials in school buildings. These regulations (Public Law 99-519) require certain action to occur in response to any asbestos containing material found in our schools. The Phenix City Board of Education has had an asbestos management program in place for several years. The Phenix City Board of Education had a re-inspection performed at all of their facilities in compliance with these regulations, and an asbestos management plan was developed. The plan describes in detail how any asbestos will be minimized. Students, parents, teachers, and others are invited to review this plan available in the principal's or director's office. Should you have any questions or desire further information, please contact the principal.